

EDITED KSA LISTING

CLASS: PAROLE AGENT II, ADULT PAROLE (SUPERVISOR)

NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.

#	Knowledge, Skill, Ability
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	Knowledge of:
K1.	General knowledge of the functions of the California Department of Corrections and Rehabilitation and paroling authorities in order to effectively accomplish the mission of the Division of Adult Parole Operations.
K2.	Comprehensive knowledge of the principles, techniques, and trends in parole and correctional casework to effectively accomplish the mission of the Division of Adult Parole Operations.
K3.	Extensive knowledge of the methods used and issues involved in the supervision and rehabilitation of parolees/releasees/inmates to effectively accomplish the mission of the Division of Adult Parole Operations.
K4.	Extensive knowledge of the laws pertaining to prisons, probation, and parole to effectively accomplish the mission of the Division of Adult Parole Operations.
K5.	Extensive knowledge of the principles and methods of conducting investigations as it relates to parolees/releasees/inmates to effectively accomplish the mission of the Division of Adult Parole Operations.
K6.	Extensive knowledge of laws of arrest, rules of evidence and court procedures required to effectively deal with violations and conditions of parole.
K7.	General knowledge of the organizations, facilities, and services of public and private welfare and employment agencies available to parolees/ releasees to assist their successful integration into the community.
K8.	General knowledge of the functions and procedures of Federal, State, county, and municipal law enforcement agencies in order to effectively accomplish the mission of the Division of Adult Parole Operations.
K9.	General knowledge of employment conditions and opportunities in California and facilities available for instruction, training and placement of parolees/releasees/inmates in order to effectively accomplish the mission of the Division of Adult Parole Operations.

Bold text-indicates not on Classification Spec.

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K10.	Working knowledge of firearm(s) as it applies to its safe operation and manipulation to ensure staff/public safety.
K11.	Comprehensive knowledge of the functions and procedures of Interstate parole in order to effectively accomplish the mission of the Division of Adult Parole Operations.
K12.	Comprehensive knowledge of vocational and education counseling methods in order to assist parolees/releasees in their successful integration into the community.
K13.	Comprehensive knowledge of the principles and techniques of personnel management and supervision in order to effectively direct and manage district operations.
K14.	Comprehensive knowledge the department's Equal Employment Opportunity (EEO) Program objectives in hiring, employee development, and promotion and for maintaining a work environment free of discrimination and harassment.
K15.	Comprehensive knowledge of a manager's responsibility for promoting Equal Employment Opportunity (EEO) in hiring, employee development, and promotion and for maintaining a work environment free of discrimination and harassment.
K16.	Extensive knowledge of the labor-management relationship under the collective bargaining law to ensure compliance with MOU and departmental directives.

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	Skill to:
S1.	Plan the work of appropriate staff in order to achieve the department's vision, values, missions, and goals.
S2.	Organize the work of appropriate staff in order to achieve the department's vision, values, missions, and goals.
S3.	Direct the work of appropriate staff in order to achieve the department's vision, values, missions, and goals.
S4.	Secure the cooperation of individuals and agencies interested in placement and parole work in order to achieve the department's vision, values, missions, and goals.
S5.	Analyze situations accurately in order to determine and implement effective and appropriate courses of action.
S6.	Prepare/review reports (e.g., training, operational plans, use of force, parolee records, etc.), in order to retain critical data/information for litigation, historical data/past practice, managerial resources, etc.
S7.	Effectively communicate in order to provide information and direction/orders, train staff, to establish, promote and maintain confident and cooperative relationships with others (e.g., departmental employees, contract employees, volunteers, the public, and other State agencies, etc.), to meet the department's vision, values, mission, goals and objectives, to promote collaborative participation, enhance morale and productivity.
S8.	Effectively contribute to the department's Equal Employment Opportunity objectives (e.g., treatment of people, sexual harassment prevention, discrimination prevention, etc.) in order to ensure a harassment free work place environment and create and maintain a fair and equitable work environment.

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S9.	Use and operate computerized equipment to create documents, query, input, retrieve and update data base information to monitor, track and supervise parolee/releasee caseload.

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	Ability to:
A1.	
A2.	
A3.	
A4.	
A5.	

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	Special Personal Characteristics:
SPC1.	Demonstrate interest in and enthusiasm for working with parolees/releasees/inmates in order to effectively accomplish the mission of the Division of Adult Parole Operations.
SPC2.	Ability to inspire the respect and confidence of community agencies, law enforcement personnel, adult parolees/releasees/inmates and their relatives and friends to meet the mission of the Parole Community Services Division.
SPC3.	Adaptability and tact in order to communicate effectively with the varying levels of knowledge, personalities, individuals of diverse cultural backgrounds, etc.
SPC4.	Emotional maturity and stability in order to react effectively during high stress situations.
SPC5.	Neat/Professional appearance (e.g., clean clothes, unstained clothing, clothing without tears/rips, clothing without profane wording/slogans, good personal hygiene, etc.) when representing the department and performing the duties as a Parole Agent.

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	Special Physical Characteristics:
SPC1.	Normal/corrected to normal hearing, not less than 15/15 acuity in order to be in compliance with Peace Officer Standards and Training (POST) and safely perform assigned duties.
SPC2.	Sound physical ability to effectively perform physical activities (e.g., bend, crouch, twist, kneel, crawl, climb, etc.) related to conducting searches, arresting, securing contraband, conducting home visits, accessing file cabinets, entering and exiting a vehicle, etc., necessary to perform required duties of a Parole Agent
SPC3.	Normal/corrected to normal vision in order to be in compliance with Peace Officer Standards and Training (POST) and safely perform assigned duties.

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	Willingness to:
WC1.	Willingness to travel throughout the state.
WC2.	Willingness to work evening hours.
WC3.	Willingness to respond to emergencies at any time.
WC4.	Willingness to work with inmates/parolees, including some who may be mentally ill, developmentally disabled, potentially dangerous, and/or sex offenders.
WC5.	Willingness to work with inmates/parolees, including some who may be infected with contagious diseases such as Hepatitis C, HIV/AIDS, or tuberculosis.
WC6.	Willingness to treat inmates/parolees in a professional, ethical, and tactful manner.
WC7.	Willingness to work weekend work shifts (that is, Saturday and/or Sunday shifts) and Holidays on an as needed basis.
WC8.	Willingness to have and maintain a valid first aid and/or CPR certificate.